

# **City of Monroe Engineering Department Budget Presentation**



Prepared by the City of Monroe Engineering Department  
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# Engineering – Departmental Functions



- Essentially, Engineering Department handles programming, design, implementation of:

- Streets
- Water Mains
- Sanitary Sewers
- Storm Sewers
- Bridges
- Parking Lots
- Sidewalks
- Airport Facilities
- Retaining Walls
- Dams
- Park Facilities

# Engineering – Departmental Functions

- Also handles other specific functions on regular basis:
  - Geographic Information System (GIS)
  - Traffic Committee liaison
  - Surveying for smaller projects, assisting residents
  - Property map preparation / Legal descriptions
  - Bridge Inspections (2 year frequency)
  - Dam inspections (4 year frequency)
  - Sanitary / Water Service Research for citizens
  - Traffic Counts / Crash Statistics / Analysis / Signal Timing
  - Site Plan reviews – private developments / lot splits
  - Utility Planning for new developments
  - Infrastructure / Project Record-keeping
  - Preparation of construction standards
  - Railroad crossing issues
  - Utility permitting / Oversize & overweight load permits

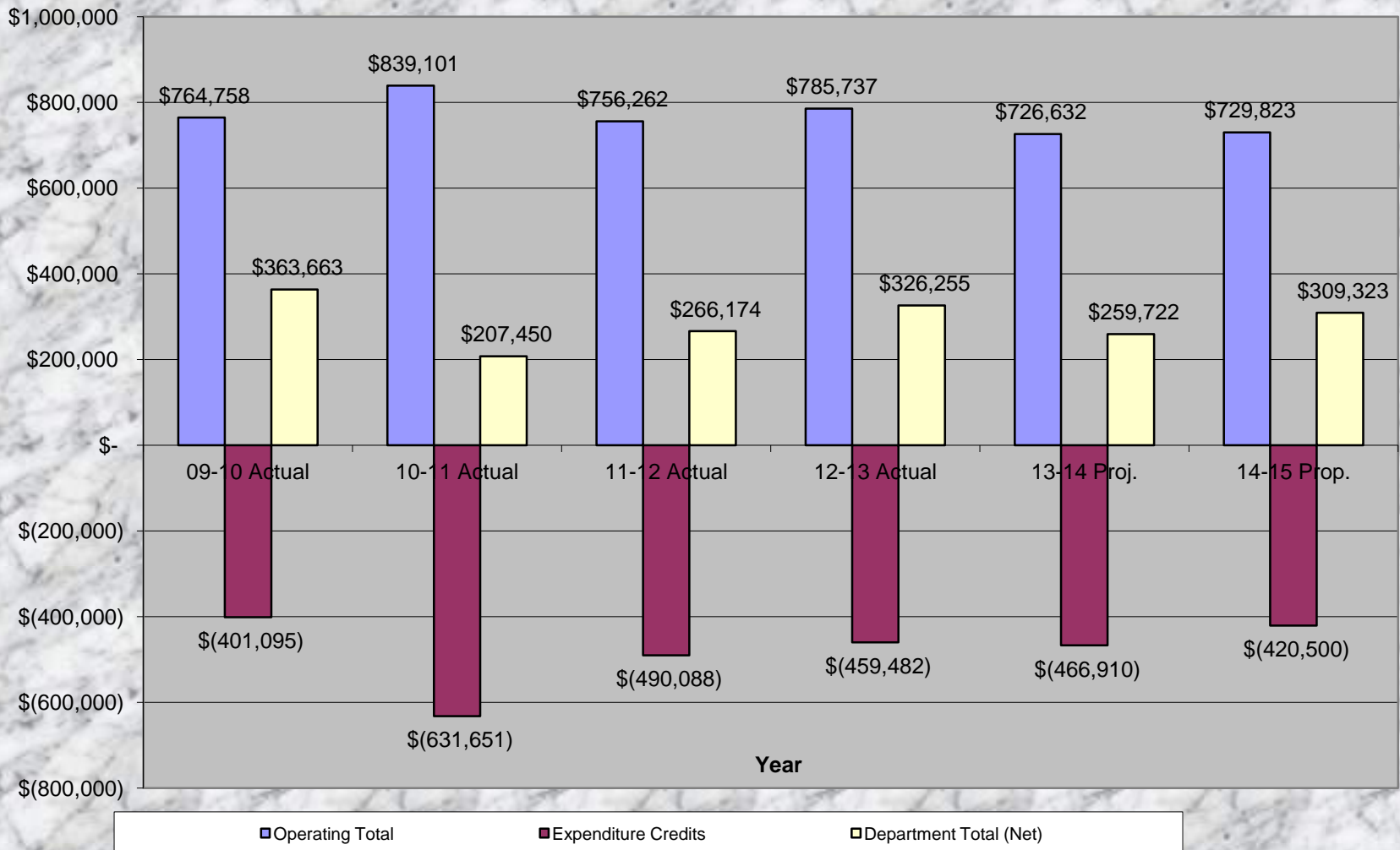


# Engineering – Budget



- Departmental Budget has one component in General fund, departmental code 40.449.
- Five-year average of 91% of departmental budget is in personnel costs, 89% for projected FY 13-14 and proposed FY 14-15
- Department administers far more in project costs from other funds, Major and Local Streets, Water and Wastewater, other funds.
- 2003-08 avg. \$3.17 million went through Department in annual construction contracts, 2009-12 avg. \$7.82 million, \$6.125 million in 2013

# Engineering – Budget Chart of 5-year history



# Engineering – Budget History

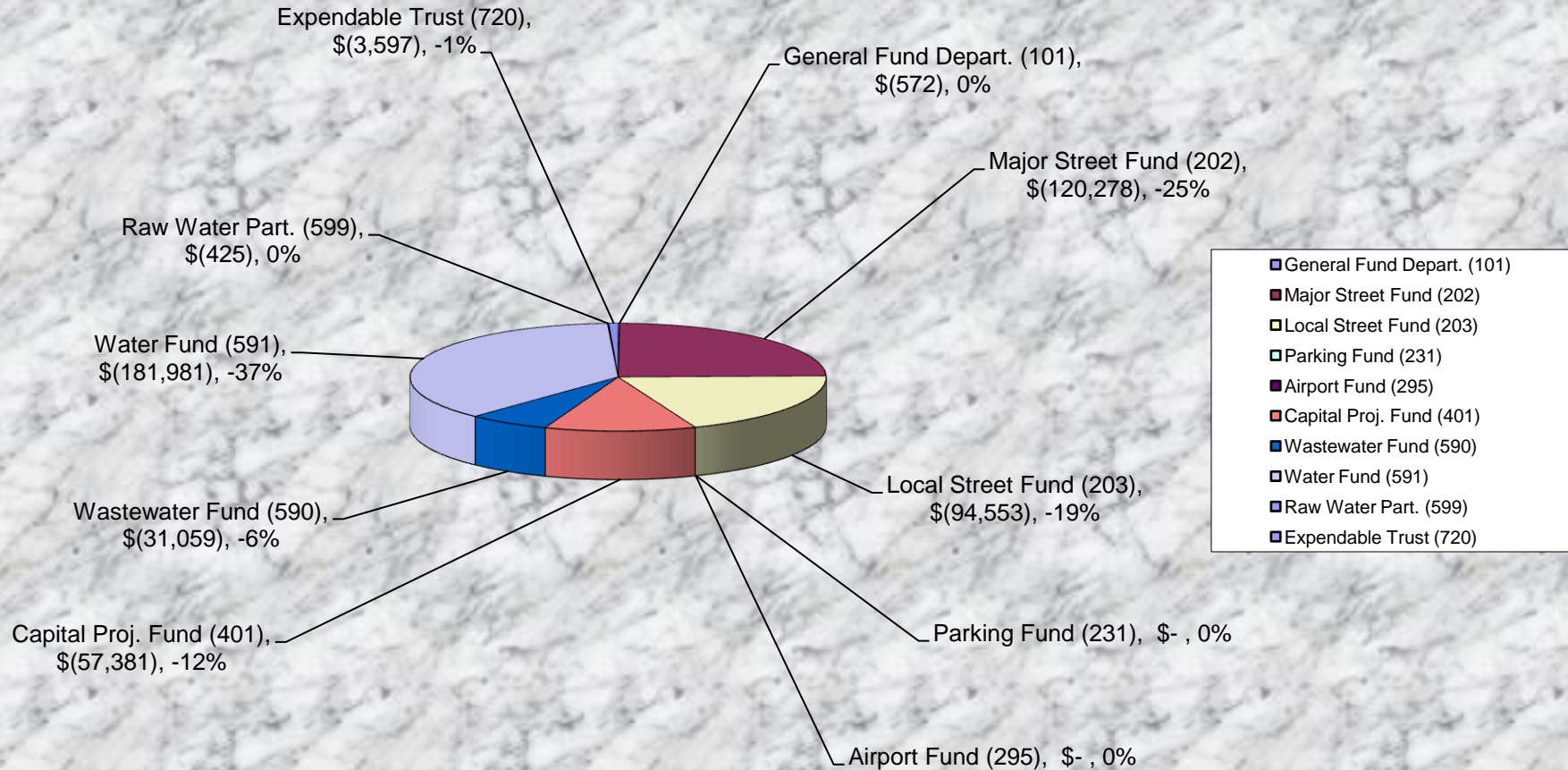
	Expenditures							
	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Proj.	14-15 Prop.	2009-14 5-year average	2010-15 5-year average
Personnel Services	\$ 692,600	\$ 773,013	\$ 694,423	\$ 724,576	\$ 648,480	\$ 647,518	\$ 706,618	\$ 697,602
Supplies	\$ 15,222	\$ 15,481	\$ 12,498	\$ 11,378	\$ 12,400	\$ 12,300	\$ 13,396	\$ 12,811
Operating	\$ 56,936	\$ 50,477	\$ 49,341	\$ 49,783	\$ 65,752	\$ 70,005	\$ 54,458	\$ 57,072
Capital Outlay	\$ -	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ 26	\$ 26
Operating Total	\$ 764,758	\$ 839,101	\$ 756,262	\$ 785,737	\$ 726,632	\$ 729,823	\$ 774,498	\$ 767,511
Percentage Increase		9.7%	-9.9%	3.9%	-7.5%	0.4%		

	Expenditure Credits (Charged Time)							
	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Proj.	14-15 Prop.	2009-14 5-year average	2010-15 5-year average
General Fund Depart. (101)	\$ -	\$ -	\$ -	\$ (2,360)	\$ (500)	\$ (500)	\$ (572)	\$ (672)
Major Street Fund (202)	\$ (96,385)	\$ (135,720)	\$ (117,160)	\$ (116,738)	\$ (135,386)	\$ (104,000)	\$ (120,278)	\$ (121,801)
Local Street Fund (203)	\$ (67,027)	\$ (56,223)	\$ (121,789)	\$ (84,928)	\$ (142,799)	\$ (91,500)	\$ (94,553)	\$ (99,448)
Parking Fund (231)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Fund (295)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Proj. Fund (401)	\$ (53,327)	\$ (32,967)	\$ (44,338)	\$ (111,409)	\$ (44,862)	\$ (45,500)	\$ (57,381)	\$ (55,815)
Wastewater Fund (590)	\$ (34,231)	\$ (23,601)	\$ (49,186)	\$ (25,972)	\$ (22,303)	\$ (21,500)	\$ (31,059)	\$ (28,512)
Water Fund (591)	\$ (143,795)	\$ (376,882)	\$ (156,130)	\$ (113,012)	\$ (120,086)	\$ (155,500)	\$ (181,981)	\$ (184,322)
Raw Water Part. (599)	\$ -	\$ (1,303)	\$ (545)	\$ (279)	\$ -	\$ -	\$ (425)	\$ (425)
Expendable Trust (720)	\$ (6,330)	\$ (4,955)	\$ (940)	\$ (4,784)	\$ (974)	\$ (2,000)	\$ (3,597)	\$ (2,731)
Total Expenditure Credits	\$ (401,095)	\$ (631,651)	\$ (490,088)	\$ (459,482)	\$ (466,910)	\$ (420,500)	\$ (489,845)	\$ (493,726)
Percentage Increase		57.5%	-22.4%	-6.2%	1.6%	-9.9%		

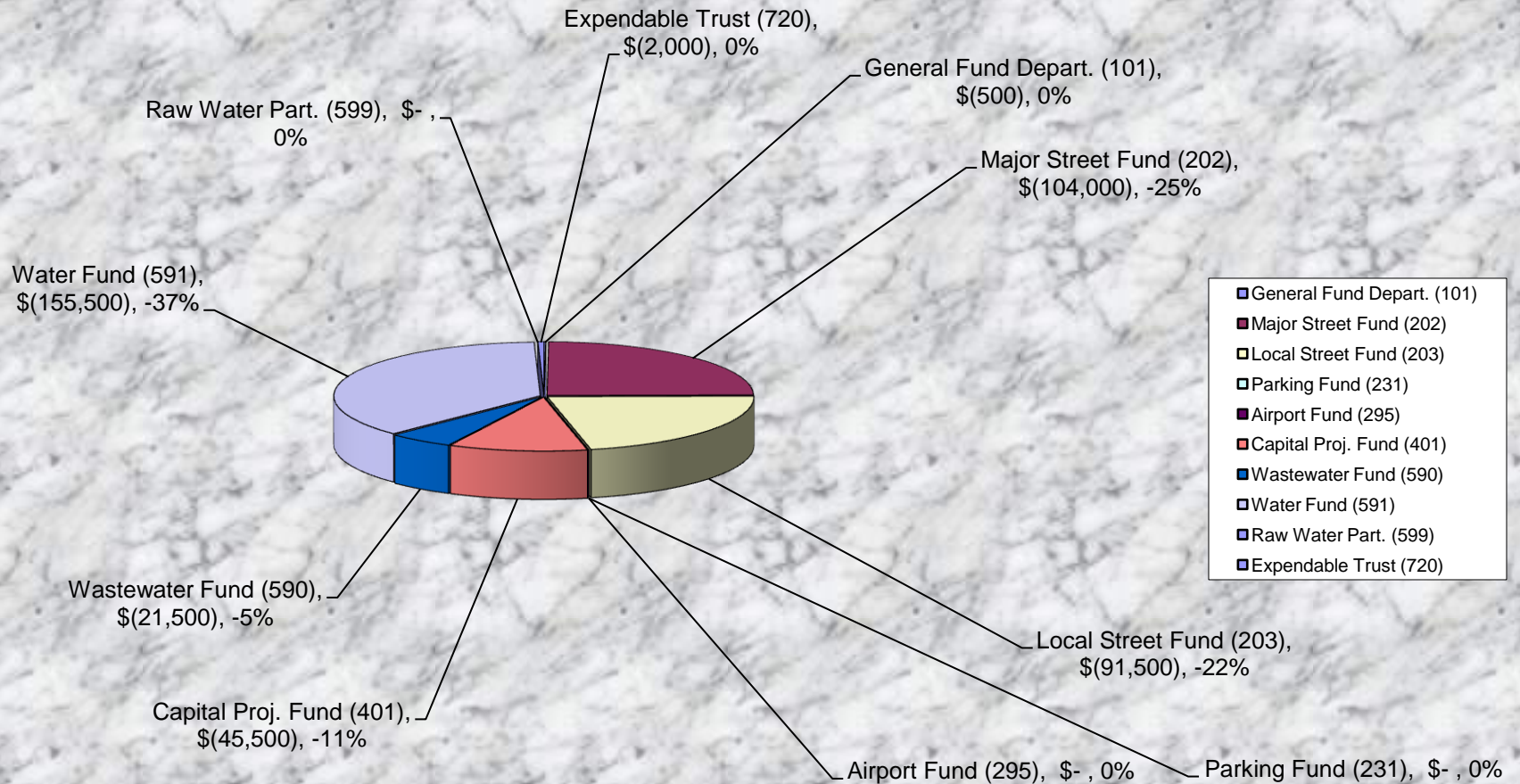
	Budget Summary							
	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Proj.	14-15 Prop.	2009-14 5-year average	2010-15 5-year average
Operating Total	\$ 764,758	\$ 839,101	\$ 756,262	\$ 785,737	\$ 726,632	\$ 729,823	\$ 774,498	\$ 767,511
Expenditure Credits	\$ (401,095)	\$ (631,651)	\$ (490,088)	\$ (459,482)	\$ (466,910)	\$ (420,500)	\$ (489,845)	\$ (493,726)
Department Total (Net)	\$ 363,663	\$ 207,450	\$ 266,174	\$ 326,255	\$ 259,722	\$ 309,323	\$ 284,653	\$ 273,785
Percentage Increase		-43.0%	28.3%	22.6%	-20.4%	19.1%		



# Engineering – Previous 5–year average Budget Expenditure Credit Distribution (2009-14)



# Engineering – FY 14-15 Proposed Budget Expenditure Credit Distribution



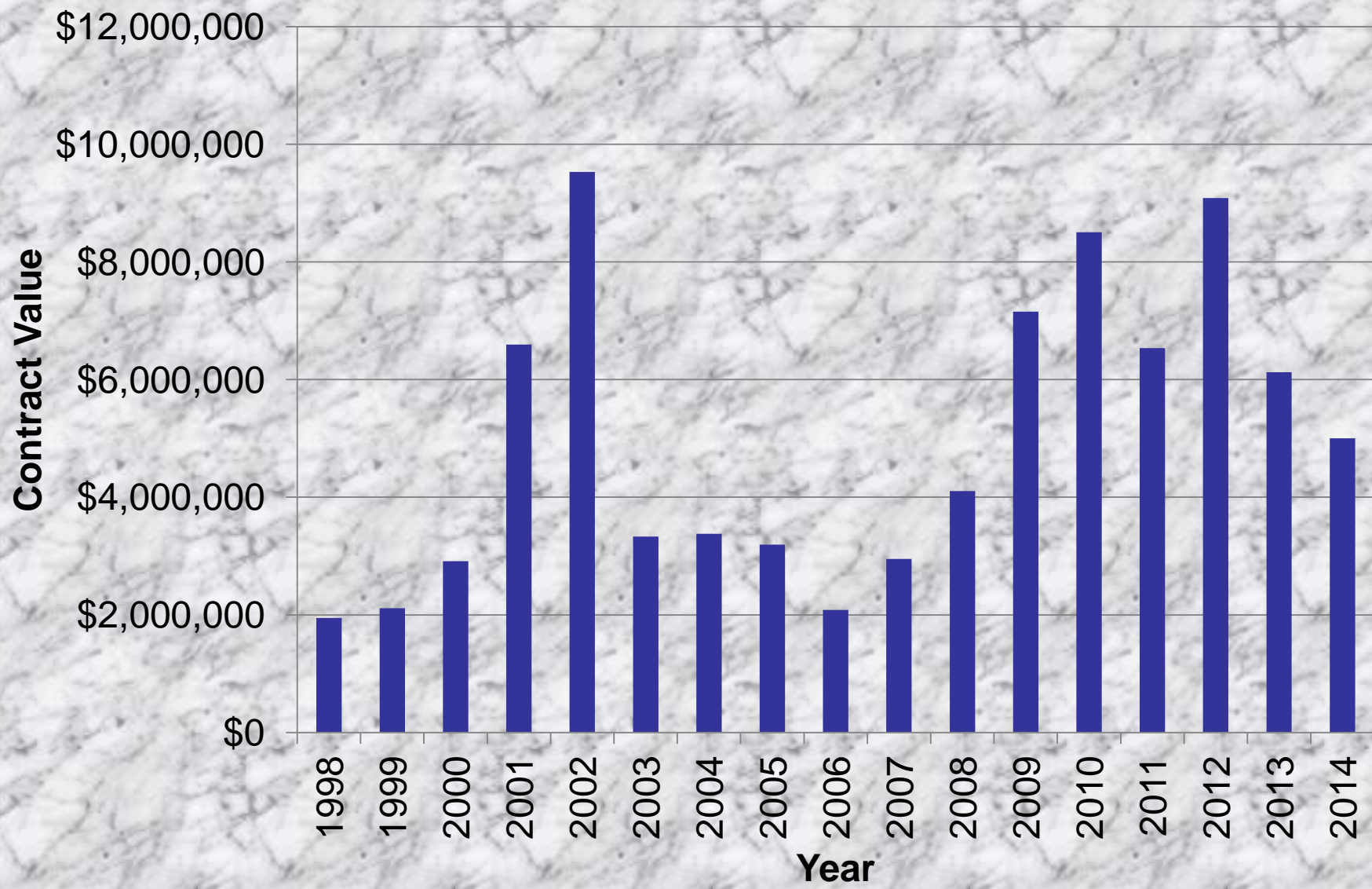


# Engineering – Budget - Statistics

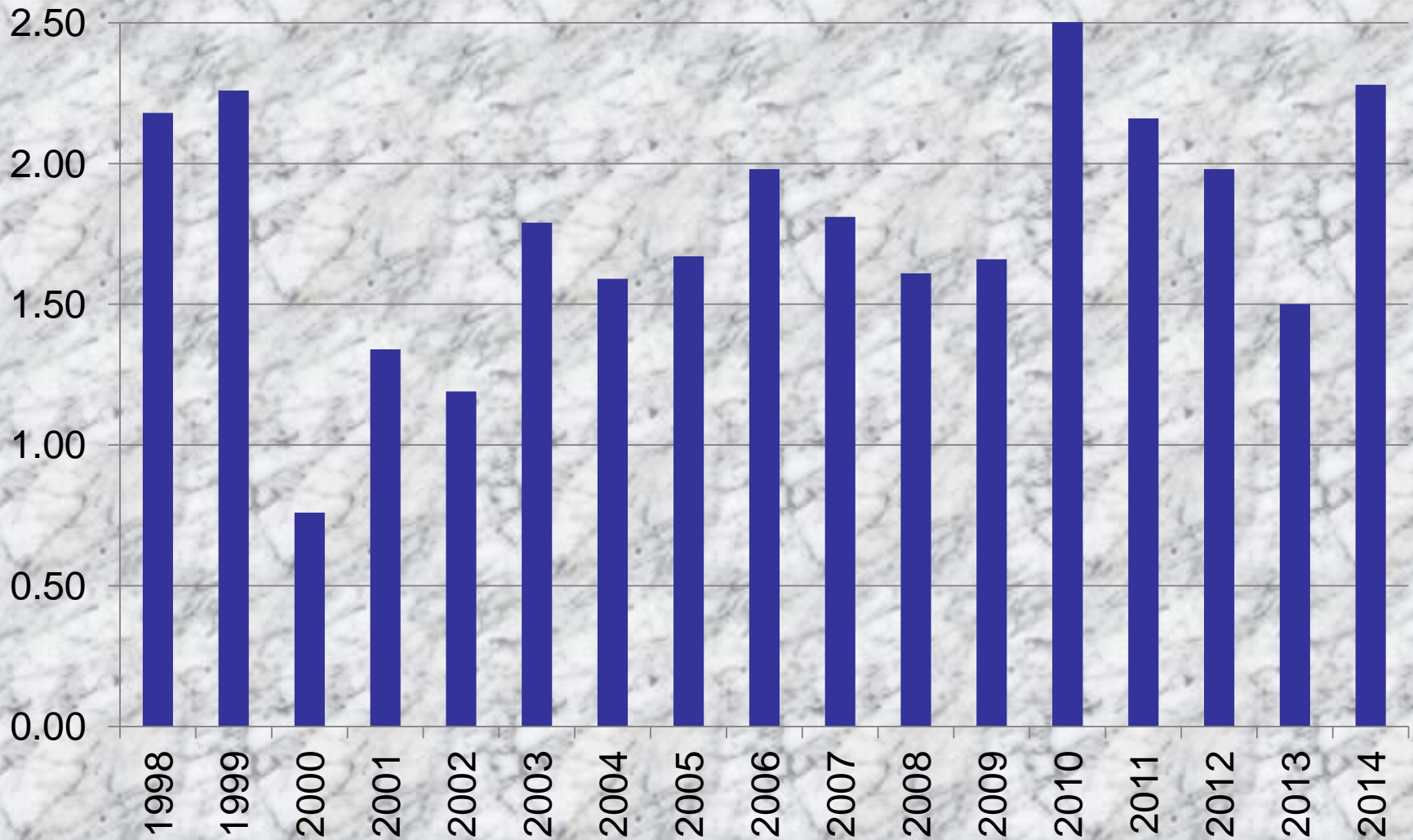
- Expenditure credits represent time charged back to other City funds, typically 15% of a project cost, though full amount was not always charged in past, especially for General fund projects.
- Projected FY 13-14 expenditures \$726,823, credits \$466,910, net \$259,722.
- Proposed FY 14-15 expenditures \$729,823, credits \$420,500, net \$309,323
- Proposed FY 14-15 net is 19% increase from FY 13-14, but fluctuates year to year with project level



# Engineering – Contract History

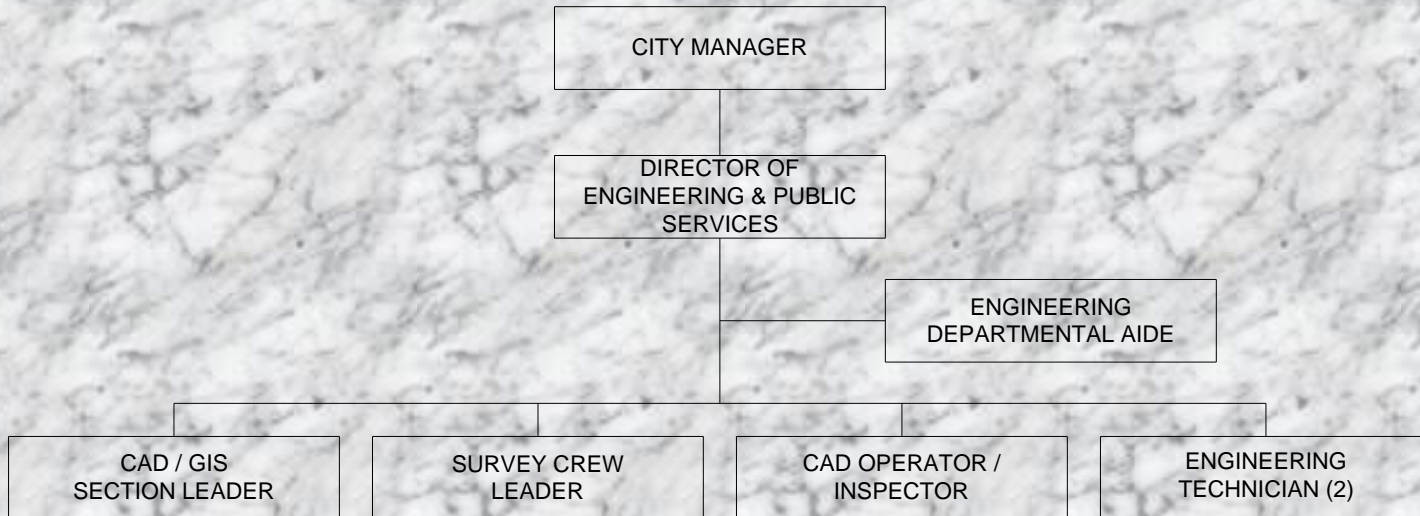


# Engineering – Annual Street Mileage Resurfaced or Reconstructed



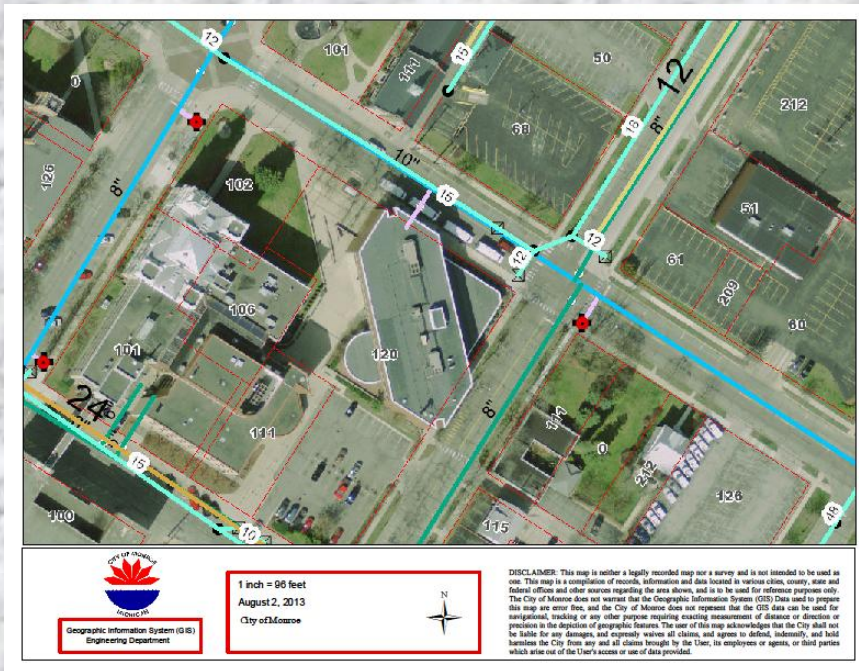


# Engineering – Staffing – Organizational Chart



# Engineering – Initiatives and Challenges

- Geographic Information System (GIS)
  - Utilizing for benefit of all departments.
  - Currently have a large part of one staff position devoted to maintenance and development, shared duties with primary CAD work
  - Challenge is prioritizing with other present needs
  - Recently converted to web-based public viewer
  - Working on further web developments, mobile application development, more public interactive features, etc.
  - Major Utility project underway in adjacent townships



# Engineering – Initiatives and Challenges

- Outside Projects
  - In addition to surveying, designing, and inspecting projects within City, also responsible for testing of new water mains (Monroe, Raisinville, Exeter, Ida Townships) and sanitary sewers (Frenchtown, Monroe Twp., and Raisinville). Often these are difficult to schedule during peak times.
- Record-Keeping
  - Department is now finally beginning to use clerical staff to assist with long-deferred project to scan all project files into LaserFiche document retrieval system, hoping to complete in 12-18 months.
- Peak Scheduling / Cross Training
  - Engineering staff is presently ½ Director, 1 clerical, and 5 employees (consistent since 2009) available for all survey, design, and field activities. We have been utilizing contract inspection when needed, have outsourced specialty design such as bridges, and are using college interns as well. Current staffing appears to be ideal level for full “in-house” staff, further cuts would weaken ability to respond to pressing project needs.
  - All overtime hours are 100% chargeable to outside funds.
  - Engineering / DPS clerical overlap working very well, could expand this concept to other departments, particularly Building, as needed.
  - Cross-trained Engineering personnel for DPS “on call” supervision
  - **Feel most major structural changes needed for long-term sustainability have already been achieved, unless there is a significant drop in capital projects moving forward.**